

STATE OF MAINE
DEPARTMENT OF HEALTH AND HUMAN SERVICES

NON-EMPLOYEE UNDERSTANDING OF CONFIDENTIALITY*

The Maine Department of Health and Human Services and its contractors/interns/students/volunteers will protect confidential information including, but not limited to, consumer, employee, and administrative information or issues.

I acknowledge that the need for safeguarding confidential information to which I have access, whether oral, written, electronic, or in any other form, has been explained to me. This includes electronic information system log-ins and passwords.

I understand that access to and collection, retrieval, or dissemination of any such information, except in the course of and for the purpose of performing my duties, is expressly prohibited. If I am unsure of my authority or responsibility in this regard, I will consult with my supervisor/contract administrator.

I understand that any such information must be appropriately secured at all times and appropriately archived or destroyed when the purpose for the access is no longer valid. I agree to comply with Department policies and procedures in regard to safeguarding confidential information.

I understand that failure to adhere to the Department's confidentiality policy and the provisions of State and Federal law may result in disciplinary action up to and including termination/dismissal. I also understand that the unauthorized disclosure of confidential information may result in civil or criminal penalties as set out in law.

Printed Contractor/Intern/Student/Vol. Name

Printed DHHS Supervisor/Contract Admin. Name

Contractor/Intern/Student/Vol. Signature Date

Supervisor/Contract Admin. Signature Date

*All contractors/interns/students/volunteers with the Department must adhere to its confidentiality policy whether or not they sign the *Understanding of Confidentiality*. Signing this statement of understanding is an acknowledgment that confidentiality has been explained and does not otherwise abridge any rights of the contractor/intern/student/volunteer.